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Approved For Release 2005/11/29 : CIA-RDP58-00039A000200020139-6

Office Memorandum • UNITED STATES GOVERNMENT *TSB-4037*

TO : Executive Officer

DATE: 21 July 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 29
13 - 19 July 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. New Building Requirements - XO and C/ISB have appeared twice before an Agency committee reviewing the space requirements submitted in February. Some reduction in the estimates for office space has been necessary because of new standards established by the committee.

25X1 2. [] Six copies of [] (All 25X1
[] were procured for use in the [] 25X1
exhibit. These are the only copies in the Agency. Information on this
material was obtained from [] SR-6; [] CE Staff; 25X1 25X1
[] ICD; [] FDD; [] 25X1

25X1 3. Tapes: [] 25X1
Transcription typing will be completed Friday, 22 July and will be
forwarded to Chief, AF/OS.

4. Navigation Study Guide: all first draft copies of 10 chapters
have been returned to instructor/MTB, Friday, 15 July; they will then
be reviewed by AF/OS.

25X1 5. [] thirty-four legal-size pages
to be typed and proofed for instructor/Admin. Procedures course; this is
approximately 1/3 of the entire project; completion date set for the
first third is Friday, 22 July.

6. GMT Course Material and Class Records: approximately 300 copies
each of 48 stencils to be processed in E&R; estimated completion date has
been set for 10 August.

25X1 7. [] A recent visit by a [] FI, 25X1
to obtain information on unclassified materials dealing with double-agent
operations pointed up the lack of organized lists on this subject. A
bibliography has been initiated since it appears a listing of classified
and unclassified materials would be of continuing value to OTR and operat-
ing components. All Instructors' Guide material will be analyzed as well
as case studies and published books. [] will be contacted for con- 25X1
tributions.

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8. [] LETS Instructor for the Area Study program, briefed C/LS on his requirements and received a thorough orientation of available library support. He ordered several publications, and will submit detailed requirements for a bibliography on Germany.

9. No Lesson Plans have been received.

10. Overseas requests received - 1.

11. Training Aids Completed During Week:

- a. BOC: 2 Vu-graph slides.
- b. Intel/CWC: Repair 2 display panels.

12. Films for []

- a. No retention prints due
- b. Twenty-three loan films due
- c. Four loan films sent

13. Attendance at Foreign Language Films :

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
7/13	German	[]
7/14	Spanish	
7/19	Italian	

14. [] has been assigned to the E&R Section.

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